



KING COUNTY
HEALTH CARE ASSISTANT (WIC)
PUBLIC HEALTH-SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES DIVISION/PUBLIC HEALTH
Hourly Rate Range \$15.35 - \$19.46
Job Announcement No.: 04MH4179
OPEN: 3/31/04 CLOSE: 4/14/04

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Annette Brender at (206)296-9863 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: *Federal Way Public Health Center, 33431 13th Pl. So., Federal Way, WA 98003*

WORK SCHEDULE: This full-time TLT position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

DURATION: This Term-Limited Temporary position is benefit eligible and has an expiration date of 12/1/04.

PRIMARY JOB FUNCTIONS INCLUDE: This position partners with nurses, nutritionists, social workers and other clinic staff to provide services to clients in the WIC program. Interviews clients from diverse populations. Uses established protocols to evaluate intake data for health and nutritional risk factors and program eligibility. Obtains accurate anthropometric measurements for adults, infants, and children. Issues WIC checks. Screens and assesses client needs by phone and in person in order to schedule appropriate appointments and referrals. Provides group nutrition education under the direction of a nutritionist according to program guidelines. Also provides some individual nutrition education, including breastfeeding. Obtains related lab tests and correctly documents services given in both a computerized documentation system and in medical records. Assists in other clinic and outreach duties. Work is performed in a busy, high volume clinical setting; reliable attendance is essential to ensure client services and maintain caseload.

QUALIFICATIONS:

- Skilled in providing direct client services in a health care setting, preferably WIC services.
- Knowledge of basic nutrition theory and practice, behaviors and practices to achieve and maintain good health, human development and life sciences equivalent to college-level course work, and the ability to apply this knowledge in working with clients to make positive changes in health behaviors.
- Knowledge of medical terminology, asepsis and universal precautions, including clinical procedures.
- Knowledge of health and social services and resources in south King County.
- Demonstrated ability in problem solving and client interviewing skills, documentation and record-keeping skills.
- Skilled in organizing, leading, and facilitating group discussion sessions.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Demonstrated ability to refer patients for birth control, STD, HIV/AIDS, and pregnancy options related education.
- Computer skills including proficiency with Windows and the ability to use drop down menus, point and click software, and multiple screens. Must be able to enter data with a high degree of accuracy.
- Skilled in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Demonstrated ability to maintain and establish working relationships with community resources.
- Skilled in multi-tasking and working in a fast-paced environment with defined time constraints.
- Excellent verbal and written communication skills.

DESIRED QUALIFICATIONS: Completion of Washington State WIC paraprofessional competencies or BS in nutrition or AA in Dietetic Technology. Bilingual English and Korean, Spanish, or Russian preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Must be able to lift and lower a child weighing up to 35 pounds onto a surface above 4 feet high.

UNION MEMBERSHIP: This position is represented by Local 17.

SEQUENCE NUMBER: 80-8354-2916